

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **PREVIOUS APPLICANTS HAVE BEEN MOVED TO THIS POSITION AND ARE UNDER CONSIDERATION**

#### **SPECIAL PROJECTS SUPERVISOR**

Role Title: Program Administration Specialist II

Position #00070

Pay Band 5, Level III, Hiring Range: \$42,614 - \$72,000

**Closing Date: September 6, 2016**

The Division of Integrated Care and Behavioral Health is seeking an experienced professional to coordinate daily operations related to specialized services of the Early Periodic Screening, Diagnosis and Treatment (EPSDT) Medicaid and Family Access to Medical Insurance Security (FAMIS) populations for children and youth within the Special Projects Unit. This is a fast paced, dynamic environment that serves the Division. The incumbent must be flexible, solution-focused, and able to manage multiple and changing priorities easily. This position works collaboratively with other entities toward the goal of improving the health and Medicaid service needs of enrolled children, youth, and adults with complex medical and behavioral health needs. Responsible for ensuring compliance with federal and state regulations and policies, Medicaid policies, evidence-based practices for current services and the development and monitoring of services. Qualified applicants must have extensive experience with the development, implementation, and operation of health care or human services policy and managed care initiatives. Must have considerable knowledge of complex medical issues for children and youth with special emphasis on EPSDT, physical and developmental disabilities, Virginia Medicaid waivers, and the Virginia service delivery system for these populations. Requires demonstrated ability to organize and prioritize work assignments. Must have proven ability to analyze data and resolve problems, and research and identify changes in program requirements and policies. Requires demonstrated ability to supervise and coach professional staff. Must have demonstrated ability to communicate effectively with diverse audiences, develop and deliver training, and prepare comprehensive reports. Bachelor's degree from an accredited college or university in human services, public administration, nursing, or related field preferred; Master's degree in human services, nursing, health care policy, public health, or public administration strongly preferred.

#### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**